



TULE RIVER INDIAN TRIBE OF CALIFORNIA
340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 10/26/2015

Closing Date: 11/09/2015

Position Title: Transportation Manager

Department: Planning & Community Development

Work Schedule: Monday- Friday 8:00AM- 5:00PM

Wage Rate: Pay Range 18: \$18.34/Hr./ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Valid First Aid/ CPR Certificate
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION: Transportation Manager

WORKSITE: Tule River Reservation
340 N Reservation Rd
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Transportation Manager is responsible for ensuring the safety and continuity of the Tule River Tribal Transportation Program.

DUTIES & RESPONSIBILITIES

1. Assists in formulation of annual transportation budget and all budget revisions.
2. Assists in development and revisions of departmental policies and procedures.
3. Responsible for the formulation and submission of monthly departmental reports.
4. Maintenance of statistical information regarding customer counts.
5. Responsible for scheduling all service and maintenance on departmental vehicles.
6. Maintenance and filing of all transportation records and reports.
7. Conduct scheduled staff meetings at least twice monthly or as needed.
8. Conduct safety inspections on all Tule River Tribal transportation vehicles.
9. Assess mechanical difficulties and safety hazards.
10. Conduct scheduled driver safety and defensive assessments on a quarterly basis.
11. Review all departmental transportation reports on an ongoing and consistent basis.
12. Handle personnel issues including time keeping, recruiting and interviewing drivers.
13. Make out driving schedules.
14. Must attend and be certified in all applicable trainings required.
15. All other duties as assigned by immediate manager, which may include substitute driving.

QUALIFICATIONS:

1. Minimum of three (3) years management and supervisory experience.
2. Minimum of two (2) years experience in public transportation.
3. Excellent mechanical and driving skills.
4. Must possess a valid CA Class B Commercial Drivers License with passenger and air brake endorsements, and must be insurable through the Tribe.
5. Must have a valid medical certificate.
6. Must possess a current First Aid and CPR certificate.
7. Must have excellent interpersonal and customer service skills.
8. Must maintain a professional appearance.

9. Knowledge of vehicle and public transportation codes/laws.
10. Willingness to train and attend training.
11. Computer literate in Windows and Excel.
12. Ability to establish a close working relationship with the Tribal Council, Tribal Chairperson, Department Managers and other services agencies on the Reservation.
13. Strong oral and written communication skills.
14. Ability to relate well to management and employees at all levels and with the Indian Community.
15. Must successfully complete a pre-employment drug/alcohol screen and background investigation.

WORKING CONDITIONS:

Position requires prolonged sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing in the performance of daily activities. Able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue. Acute hearing is required. Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. Noise level is generally loud. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a vehicle or equipment.

This position reports to:	Director of Planning & Community Development
Salary:	Pay Range 18: \$18.34/hr.
Hours:	Monday – Friday 8:00AM – 5:00PM / varies based on department needs
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.